

HY-3

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FBIS2411-88
21 March 1988

MEMORANDUM FOR: See Distribution

FROM: Chief, Headquarters Engineering Division
Engineering Support Group, FBIS

SUBJECT: Plan for Installing Daily Report Modular Furniture

1. This memorandum contains a proposed plan to install the Daily Report modular furniture. The plan minimizes interruptions to the normal activities of Operations Group. In order for its success, installers will be allowed to work only after 1600 hours on weekdays and all day on Saturdays. There will be a meeting to discuss this plan in the ESG Conference room at 1230 hours on Wednesday, 30 March.

2. The concept calls for installing two DR book segment clusters, one week at a time, beginning in the southwest corner of room 3S11 (3611). Since there are eight book clusters, this means it will take four weeks to complete the DR furniture installation. The modular furniture will be installed on the same footprint as the present furniture layout (See attachments A and B). This should permit maximum use of existing electrical and phone wiring, without requiring additional new cable runs. Based upon preliminary site surveys, it should be possible to reroute the existing electrical and non-secure phone cables into the modular furniture.

a. It will be necessary to begin work on a Friday evening by removing the present furniture, files, and equipment for two clusters. As soon as the old furniture is removed, the new furniture can be installed on Friday evening and Saturday morning.

b. FBIS contractors (LEC and GE) will reroute and reconnect the Atex cables in the new furniture and connect the Atex terminals on Saturday so the impacted DR personnel can continue normal work on Monday morning.

c. While electrical contractors reconnect the orange UPS-connected outlets in the new furniture on Monday and Tuesday evenings, the Atex terminals will be temporarily connected to the brown outlets under their desks.

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d. Telephones will be temporarily run to the new desks from adjacent DR clusters, and current numbers will be on call forward mode to these temporary instruments. The CONTEL telephone installer will complete his installation on Wednesday and Thursday evenings.

e. The installation work cycle is repeated every successive Friday.

f. Electrical should be prepared to work on Mondays-Tuesdays and telephone installers on Wednesdays- Thursdays from 1600 to 2100 hours beginning Monday, 11 April and ending Thursday, 5 May.

g. The furniture installers should be prepared to work on Friday evenings and Saturday mornings and afternoons, commencing 8 April.

3. Other pertinent facts:

a. There are 44 DR work stations arranged in eight clusters. Two of the clusters contain only four work stations. The other six clusters contain six work stations. A conceptual drawing of a six station cluster is attached as Attachment C.

b. There is no need to remove the brown electrical outlets under the furniture, since these will be flush with the floor and covered by brass disks, when work is completed.

c. It will not be necessary to remove the UPS-protected orange electrical outlets since the connecting wires can be cut under the floor, and rerouted through small floor holes to feed the modular furniture outlets. The orange floor outlets can be abandoned in place and covered with brass disks so they remain flush with the floor.

d. The non-secure telephone pedestals ("shoeboxes") should be removed from the floor when the phone wiring is reconnected in the new furniture. This will also require floor and carpet tile replacement, because of the holes it leaves. Again, it may be useful to remove the pedestals before the work cycle begins on Fridays. As an alternative, we should consider moving the pedestals under the new furniture out-of-the-way so there are no obstructions to the cabinets or personnel.

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e. The secure telephone pedestals should not be removed, but rather be relocated to a position on the inside ends of each cluster. This is necessary because there is no top panel in the furniture to run the secure lines. The pedestals can be moved any time in the evenings before or after the furniture is installed.

f. There is one additional non-secure phone required in each DR cluster area. Each cluster has only two secure and two non-secure instruments now, and up to six of each kind can be installed at each cluster. In most cases, the new furniture will have one jack of each type connected at each work position. This will permit maximum flexibility in connecting the instruments where they are needed.

g. Wiring will be run in the three bottom cable channels and will require panel punchouts as shown in Attachments D and E. FBIS LOGS will have to request that punchouts are made by Bristen prior to delivery of furniture. It is desirable to have the holes sealed with matching plastic covers so punchouts can be made as needed.

4. Critical Planning Factors:

a. FBIS Logistics needs to confirm when each block of furniture will be delivered and keep everyone informed of any delivery change. The delivery dates should be given to the OL building manager, Mr. [redacted] and to other points of contact listed in Attachment F.

b. FBIS needs to have confirmation from [redacted] that the proposed sequence of events is acceptable.

c. Representatives from FBIS Logistics, ESG, DRD, OIT/CSG, CONTEL, and the OL Building manager are invited to attend the meeting on 30 March at 1230 hours in the ESG Conference room, 3S12.

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Attachments
As Stated

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FBIS/ESG/ADD/SES

(21 Mar 88)

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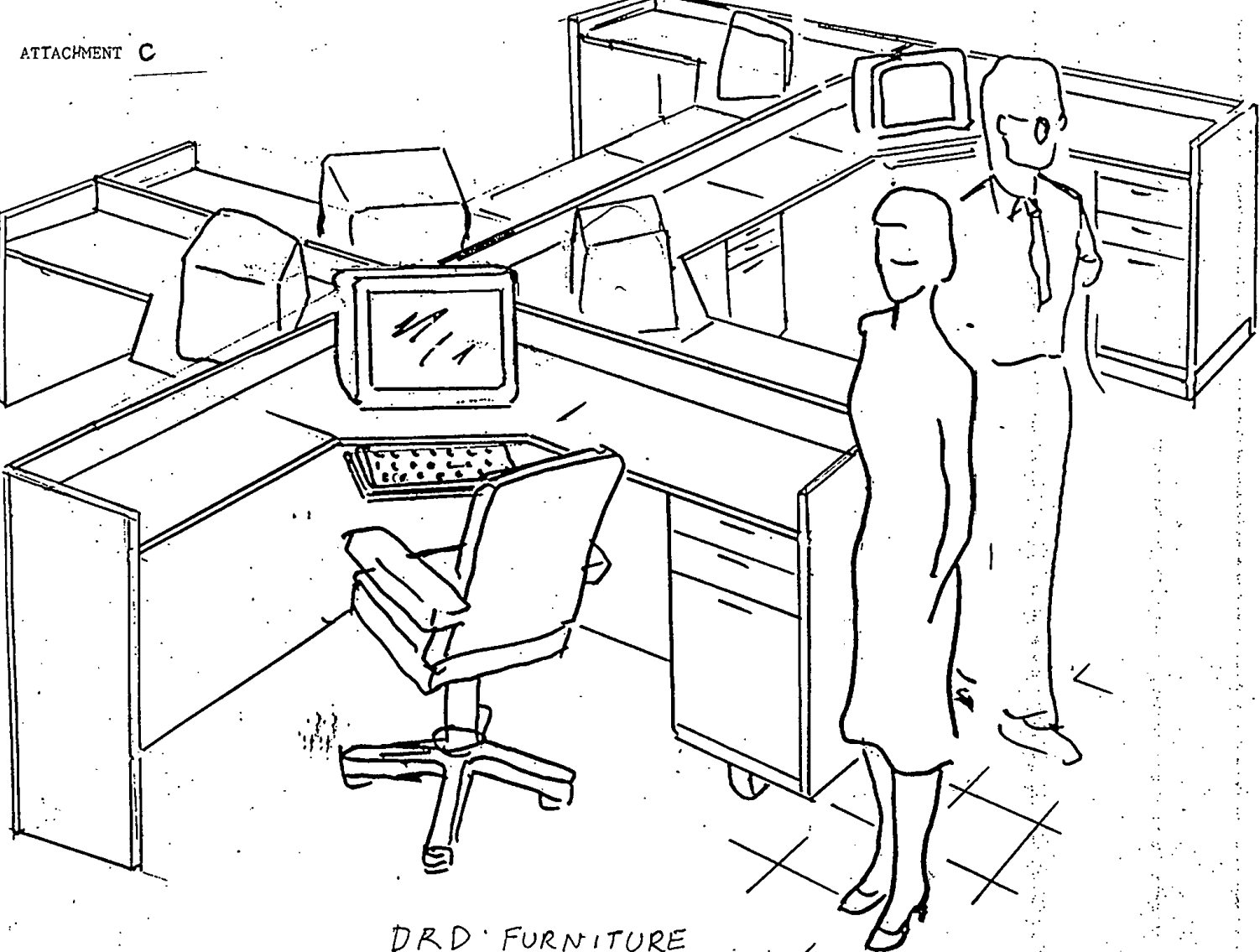
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ATTACHMENT C



DRD FURNITURE

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